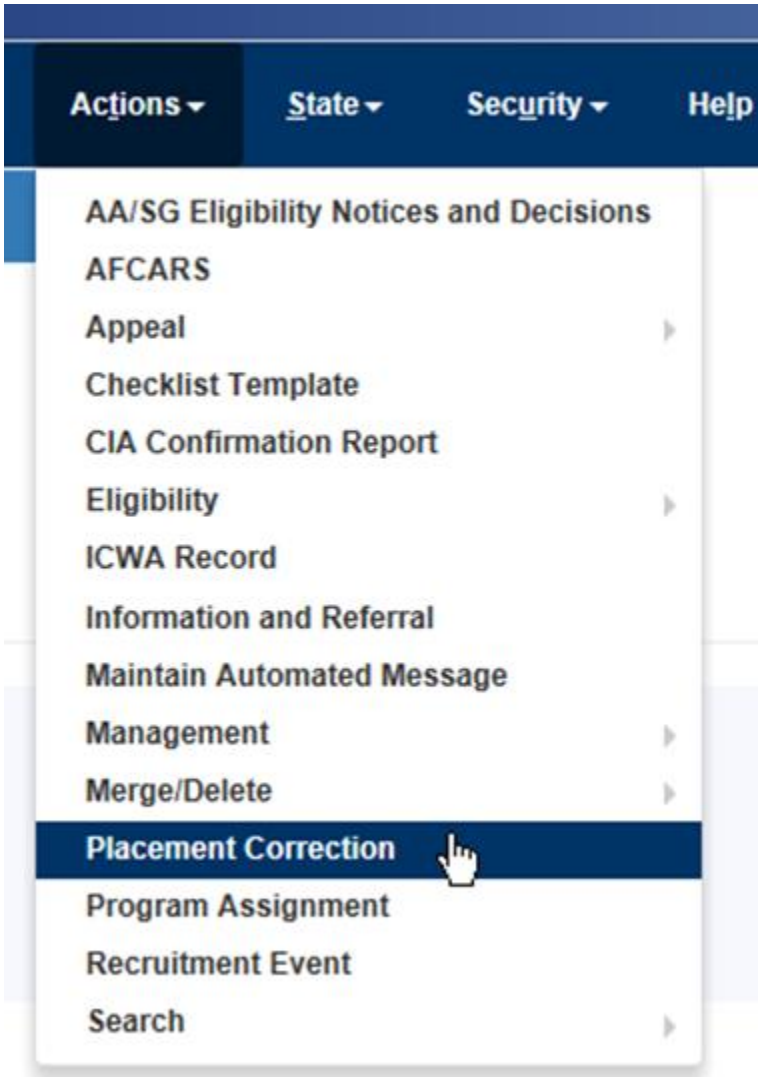
Placement Correction History

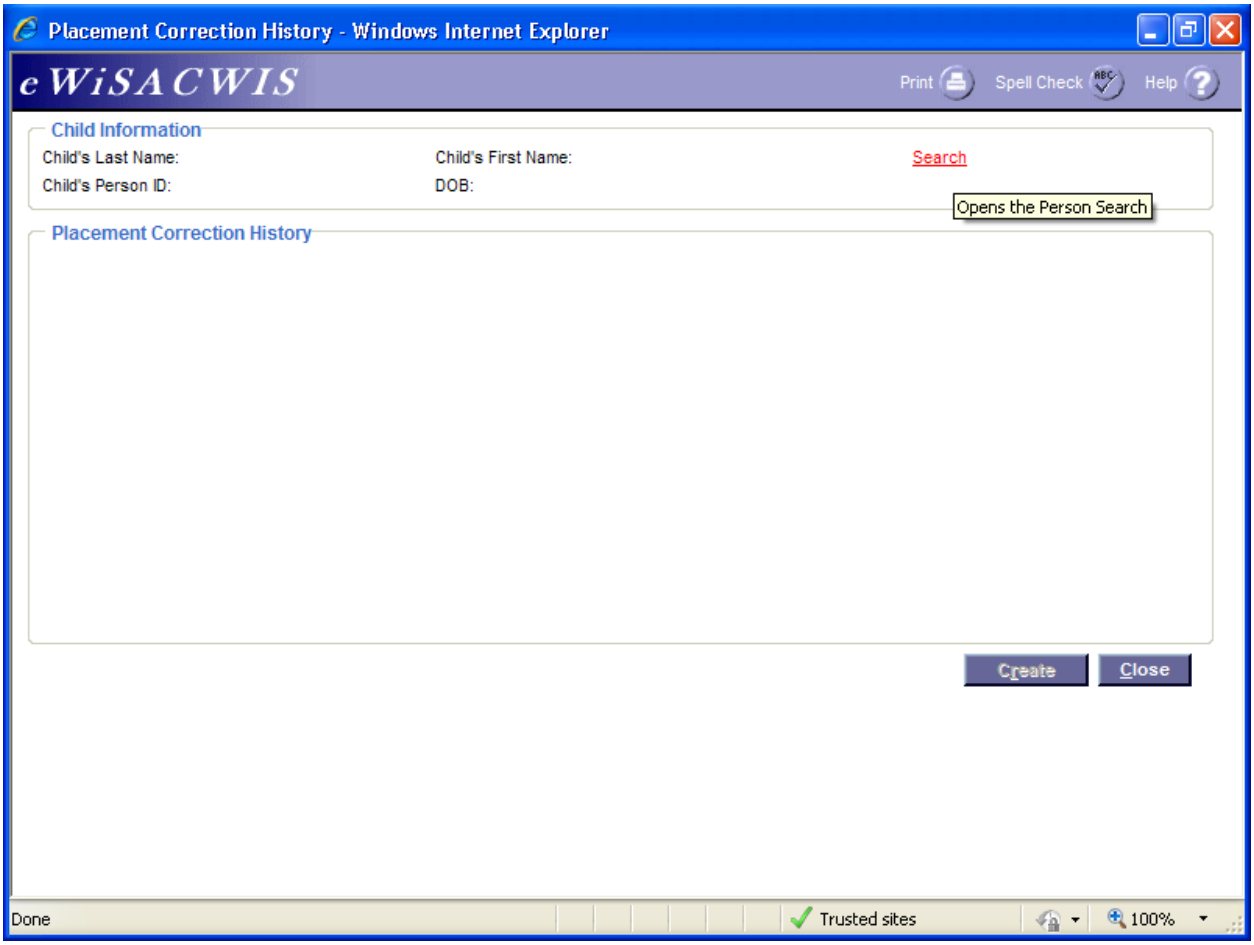
Note: All workers can **view** information on the Placement Correction History (PCH) page but only designated workers within each county will have the security to **add or edit** information.

For a variety of reasons, a child's placement history may be incomplete or inaccurate. The Placement Correction functionality is used to view, add, and modify a child's placement history information. The Placement Correction functionality may be used to correct information such as Removal Dates, Removal from Home information, Placement Begin Dates, Placement End Dates, Placement Ending Purpose, Placement End Reasons, Discharge Reasons, and Placement Status. In addition to these items, designated PCH county workers can also use the Placement Correction functionality to enter the actual provider name for a placement record that was initially documented with a default/historical provider.

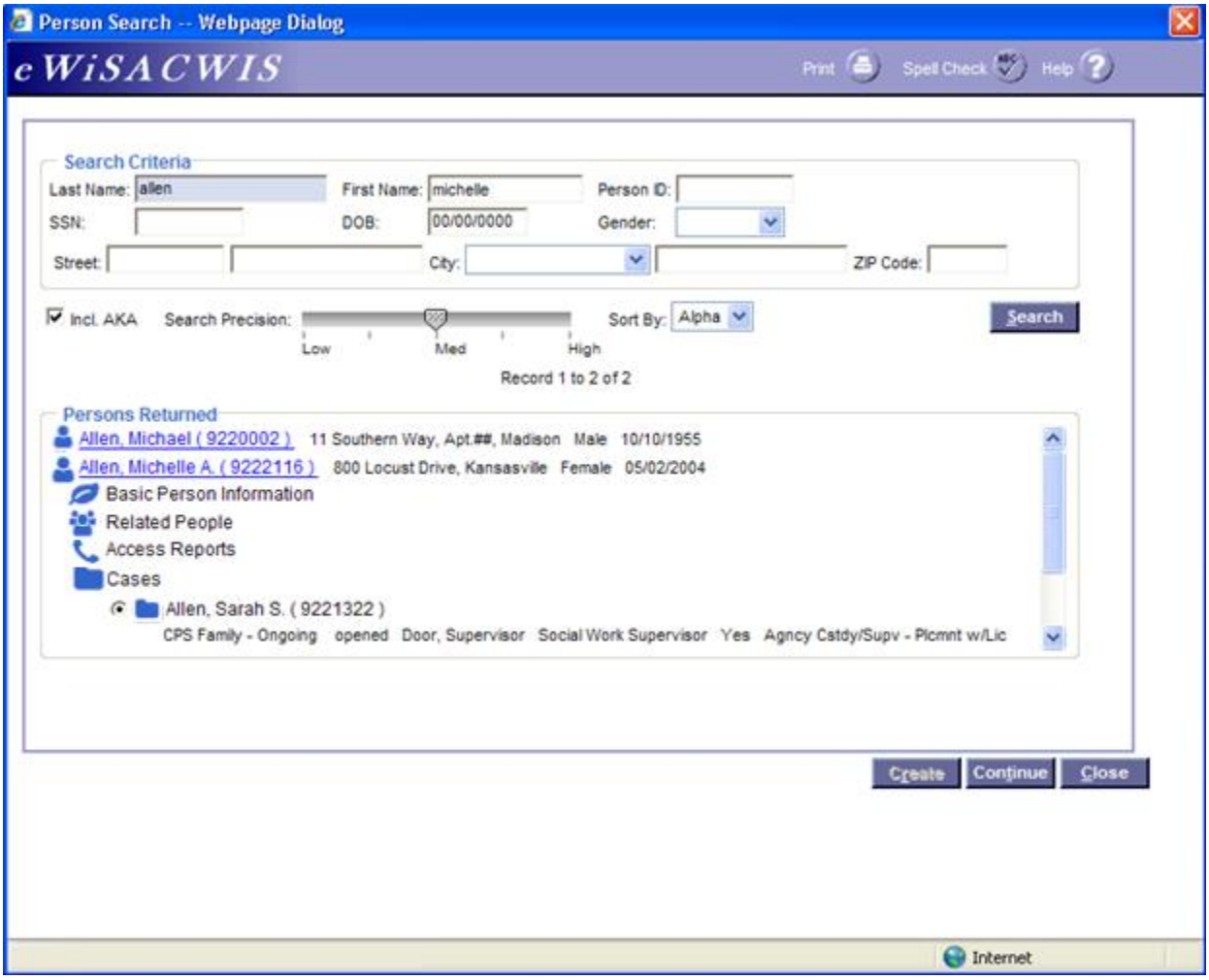
1. To access the Placement Correction History page, select Actions > Placement Correction.



2. On the Placement Correction History page, click the Search hyperlink to open the Person Search page.



3. On the Person Search page, search for the child either by entering the child's name or the child's Person ID and click Enter or the Search button. In the Persons Returned group box, click the Person icon , then click the Cases icon . Select the radio button next to the case where the Placement Correction approval will be linked. Click Continue to return to the Placement Correction History page.

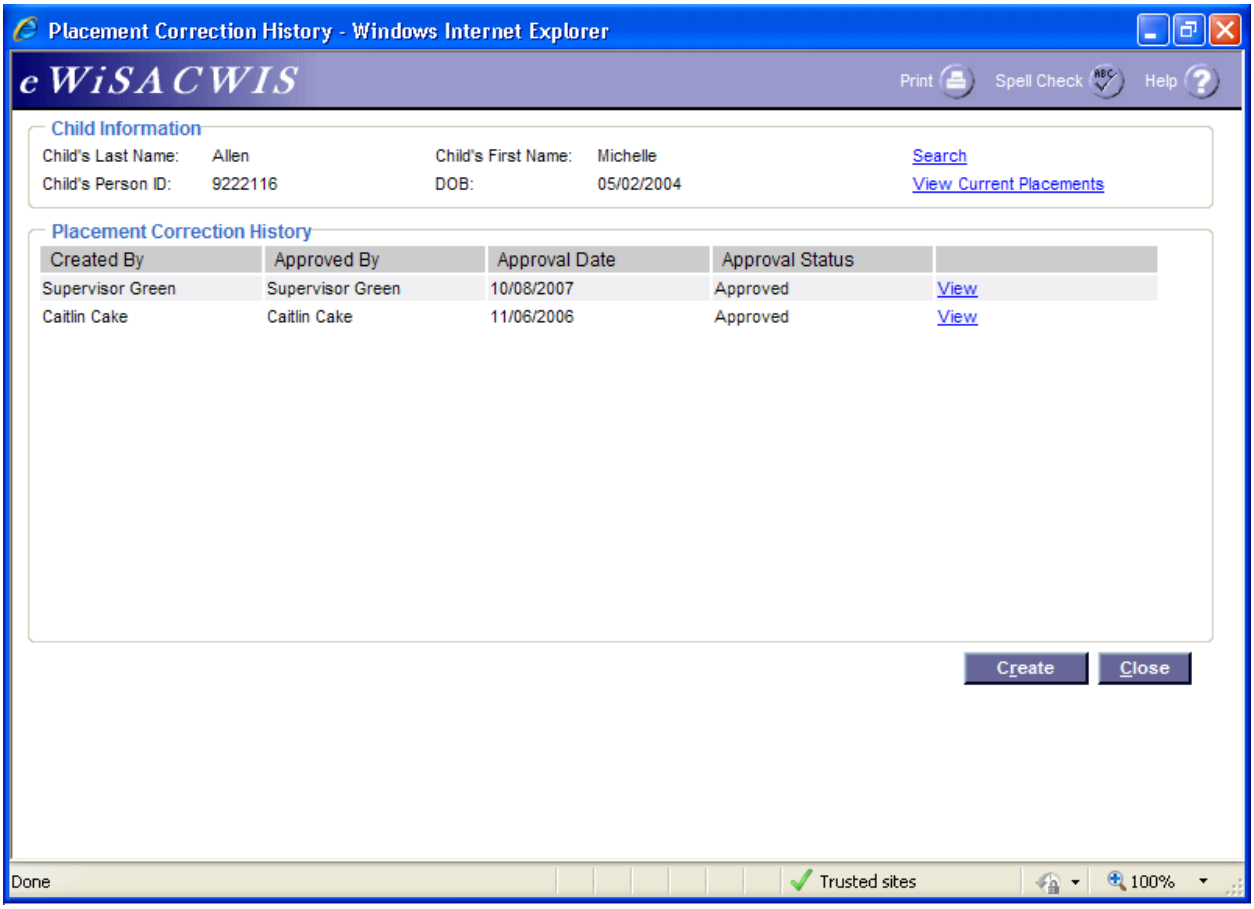


4. Once the Placement Correction History page opens, an audit trail of all correction records

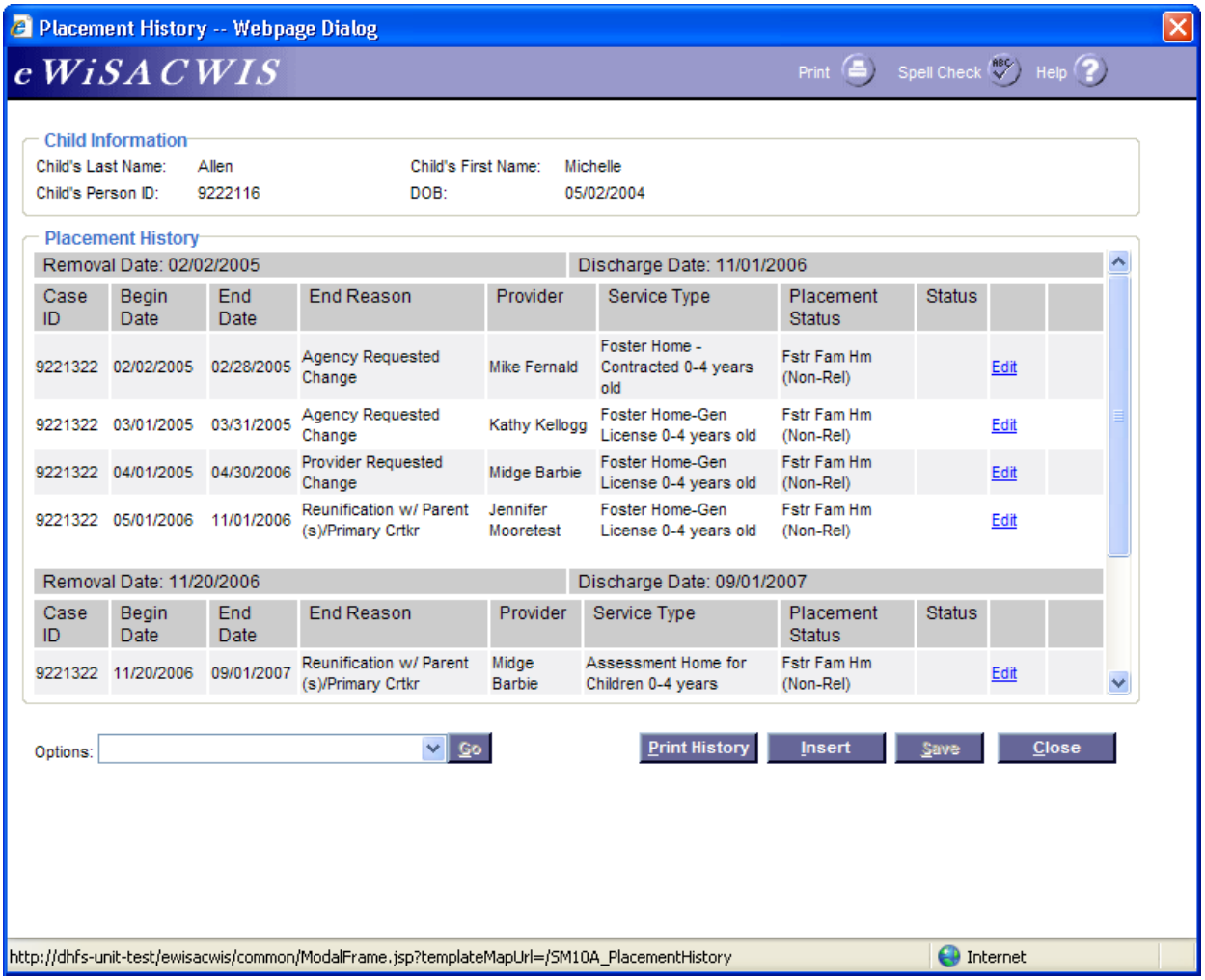
created for the participant organized by approval date will be displayed. If no previous corrections have been created for the child then the page will be blank. The Edit hyperlink, View hyperlink, View Current Placements hyperlink, and Create button all launch the Placement History page. To view the audit history of a previous correction record, select the View hyperlink next to an approved placement correction row. To view a child's complete placement history across cases (not including placements with the End Reason of Placement Made in Error), the worker selects the View Current Placements hyperlink. To access a pending correction record, select the Edit hyperlink next to a pending placement correction row.

5. To create a new placement correction record, click the Create button.

   Note: The Date of Birth must be documented on the child's Person Management page before you will be allowed to create a Placement Correction record.



6. On the Placement History page, click **Save** to make it editable. The Placement History page can be used by any worker to view the child's most recent placement history in eWiSACWIS. This page also allows any worker with you security to modify a pending correction record whether that worker created the pending correction record or not.



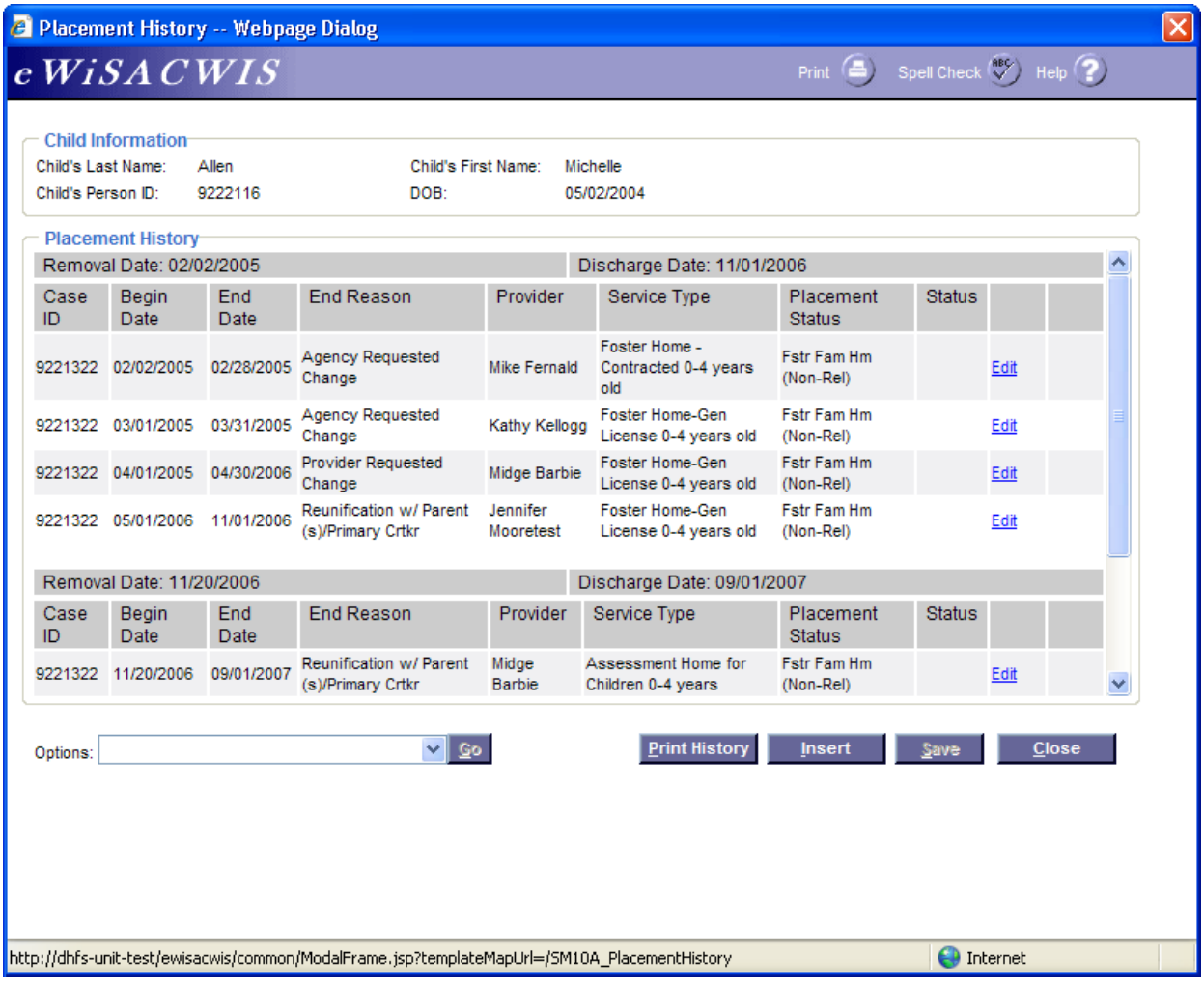
7. If you would like to see if any placement errors exist for the child, select the Validate Corrections to Placement History option in the Options drop-down and click Go. The system will then either display the errors or will display a message to indicate no errors exist. If you would like to print all placement errors for the child the Print Error button can be selected. The Print Error Button will only be displayed after you have completed the Validation Corrections to Placement History.

   If you would like to print the child's placement history, click the Print History button. Any worker can use the Print History and Print Error buttons to determine if the child has errors and what they may be. This is especially helpful for workers who want to be proactive in providing the corrected information to their designated PCH county worker for entry.

8. Selecting the Edit link on the Placement Correction History page opens the Placement History page in edit mode. Based on the Status column, you are able to determine if the placements are new, modifiable, have been modified, or have been inserted through the Placement Correction functionality. You are able to edit existing placements (as long as they are not open placements or placements that have closed within the last 36 days), insert missing placements, and delete placement rows that were added via the 'Insert' button on the Placement History Correction page.

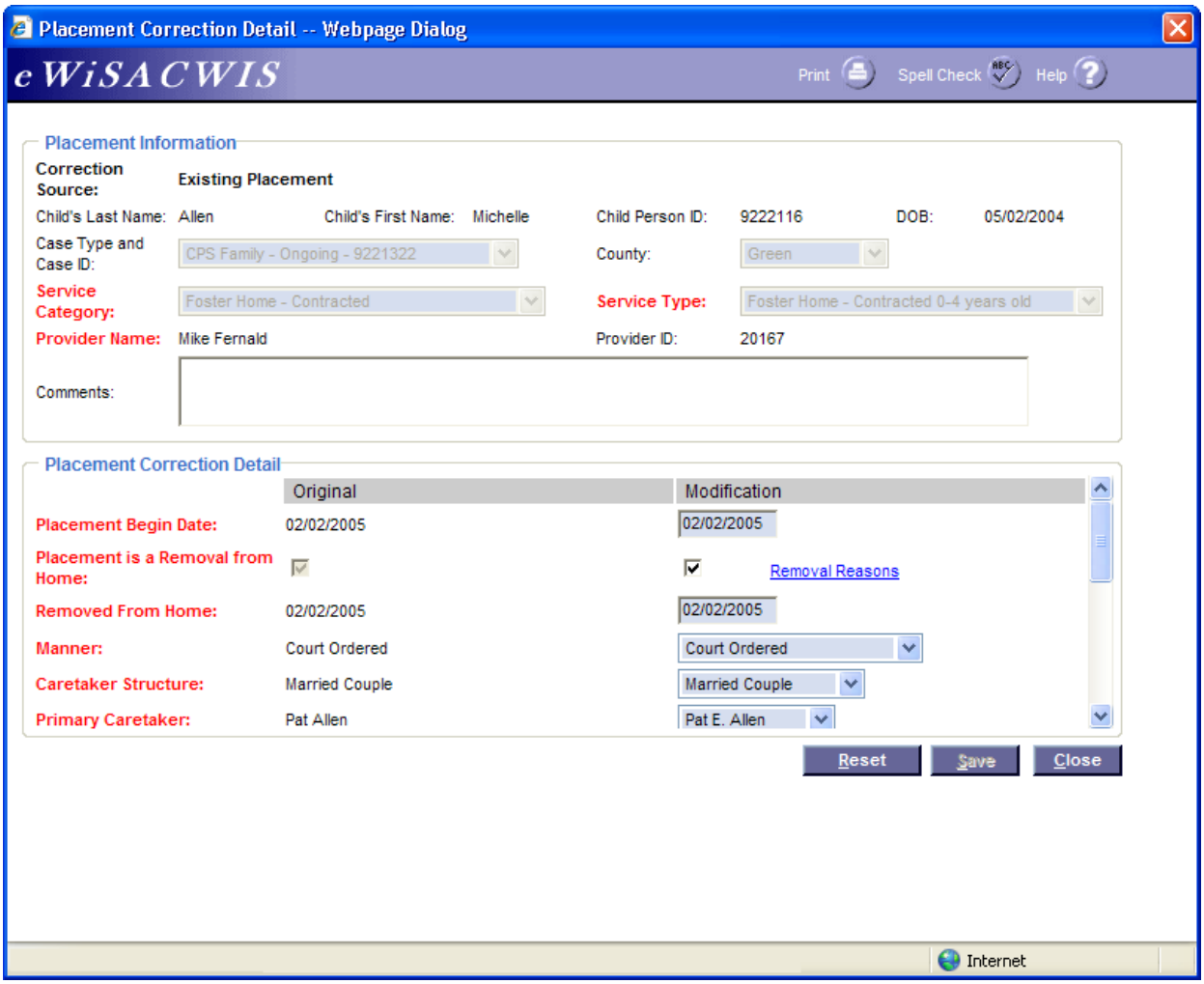
   If you would like to edit information for an existing placement, the Edit hyperlink next to the appropriate placement should be selected. This will open the Placement Correction Detail page.

   Note: Open placements cannot be edited on the PCH page. Also, closed placements cannot be edited until 36 days after they have closed to allow all fiscal processing to occur prior to the placement being modified.



9. The Placement Correction Detail page is used to correct/document the circumstances surrounding the placement of a child. There is a comment field in the Placement Information group box in which you can provide details as to why a correction is being made. When modifying an existing placement, this page can be used to correct the following placement information:

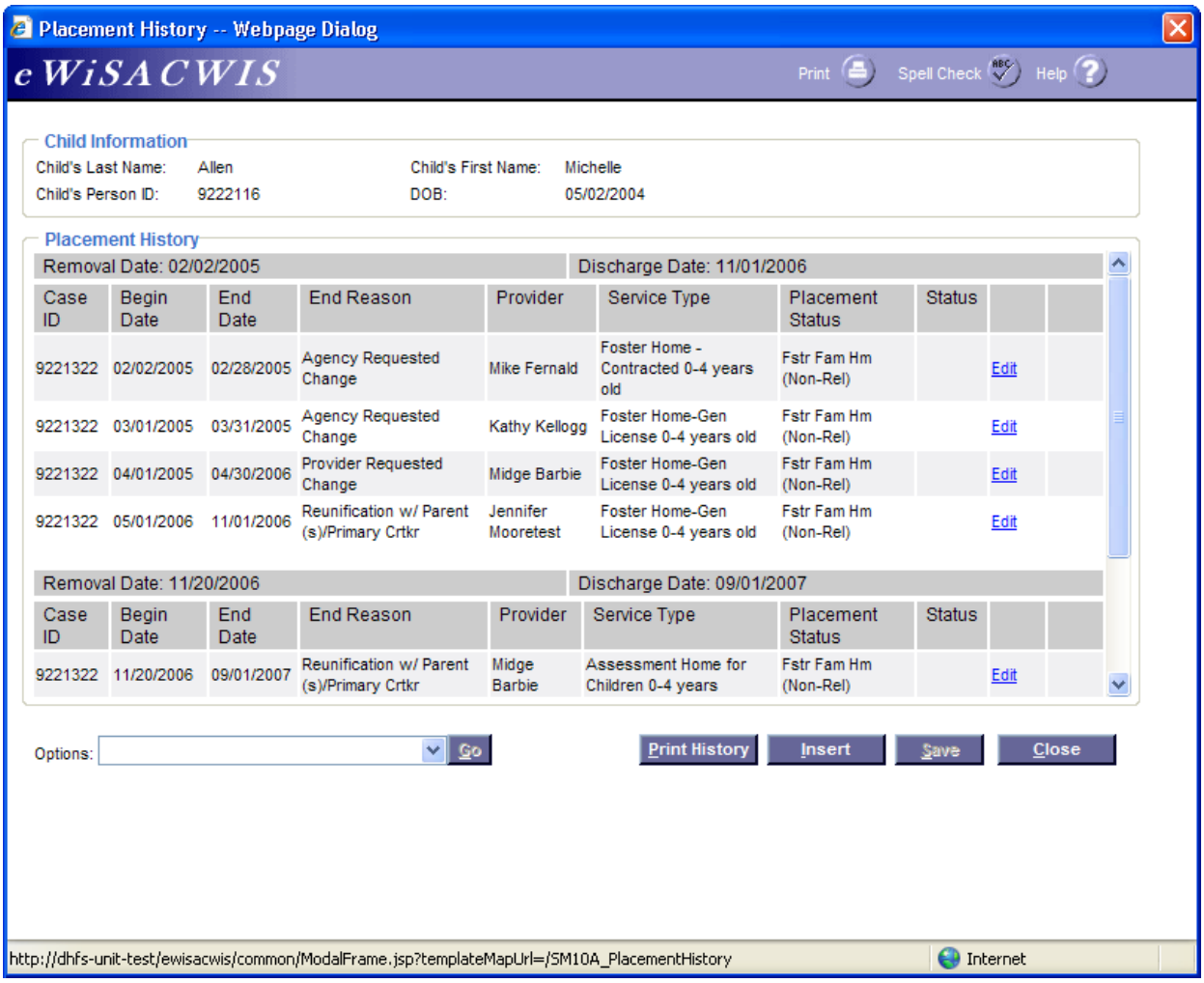
    - Placement Begin Date
    - Placement is a Removal from Home
    - Removal Reasons
    - Removal Date
    - Removal Manner
    - Caretaker Structure
    - Primary Caretaker
    - Secondary Caretaker
    - Placement Setting
    - Placement End Date
    - Actual Name of Default/Historical Provider (if applicable)
    - Placement Ending Purpose
    - Placement End Reason
    - Discharge Reason



The page pre-fills the fields in the Placement Information and Placement Correction Detail group boxes with information from the Out of Home Placement page of the placement that is being modified. Each modifiable item has two columns of information: the original placement information (which is disabled and non-modifiable) and the modified information. This allows for easy comparison of what data is being changed.

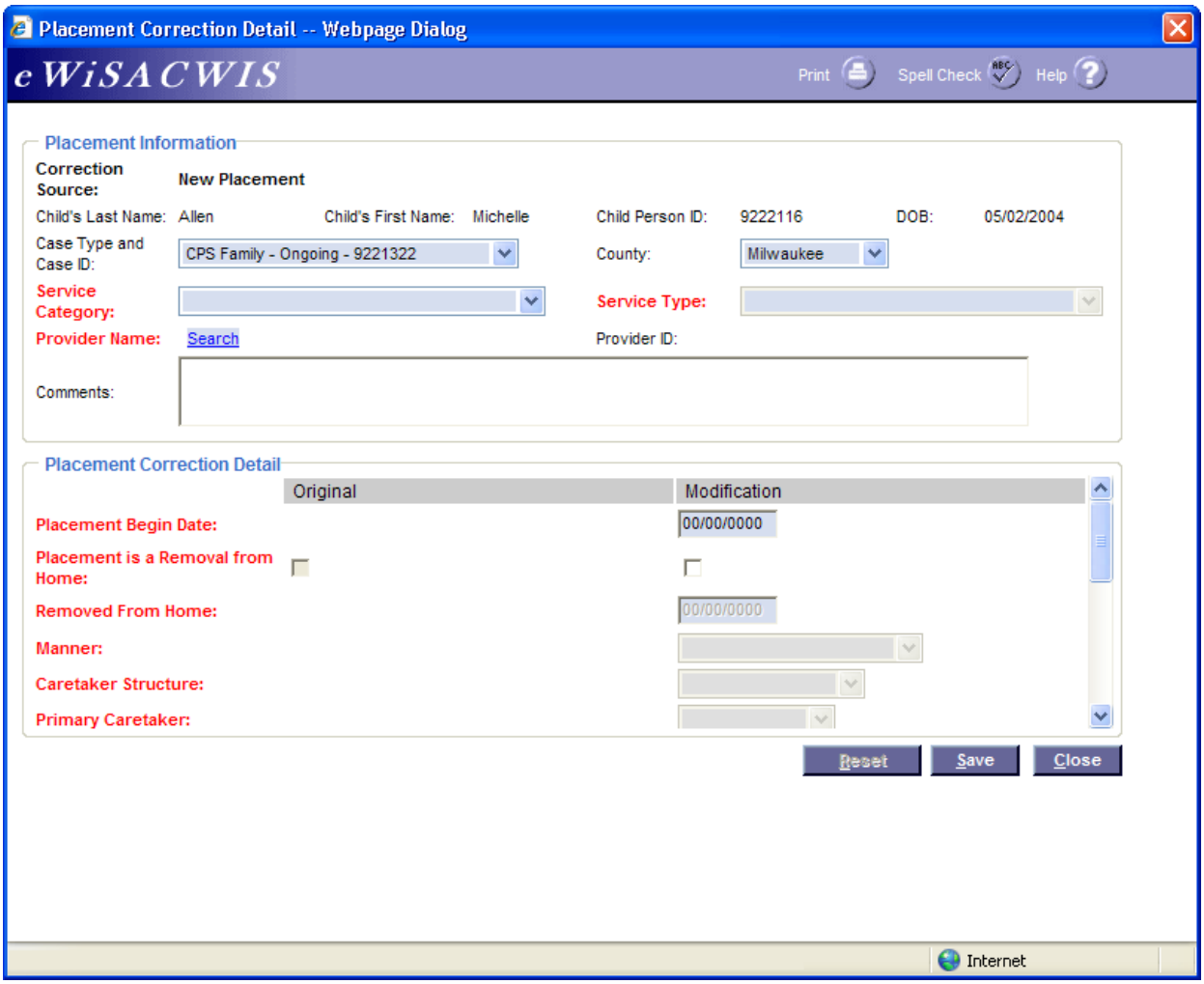
This page also includes a stand-alone field titled, 'Actual Name of Default/Historical Provider (if applicable),' which allows you to record the actual name of a provider in a record where a default provider was used. Templates such as the Permanency Plan and the Statewide Court Report will display the name of the provider entered in the 'Actual Name of Default/Historical Provider (if applicable)' field in lieu of the default provider name.

10. To document a new historical placement, click the Insert button.



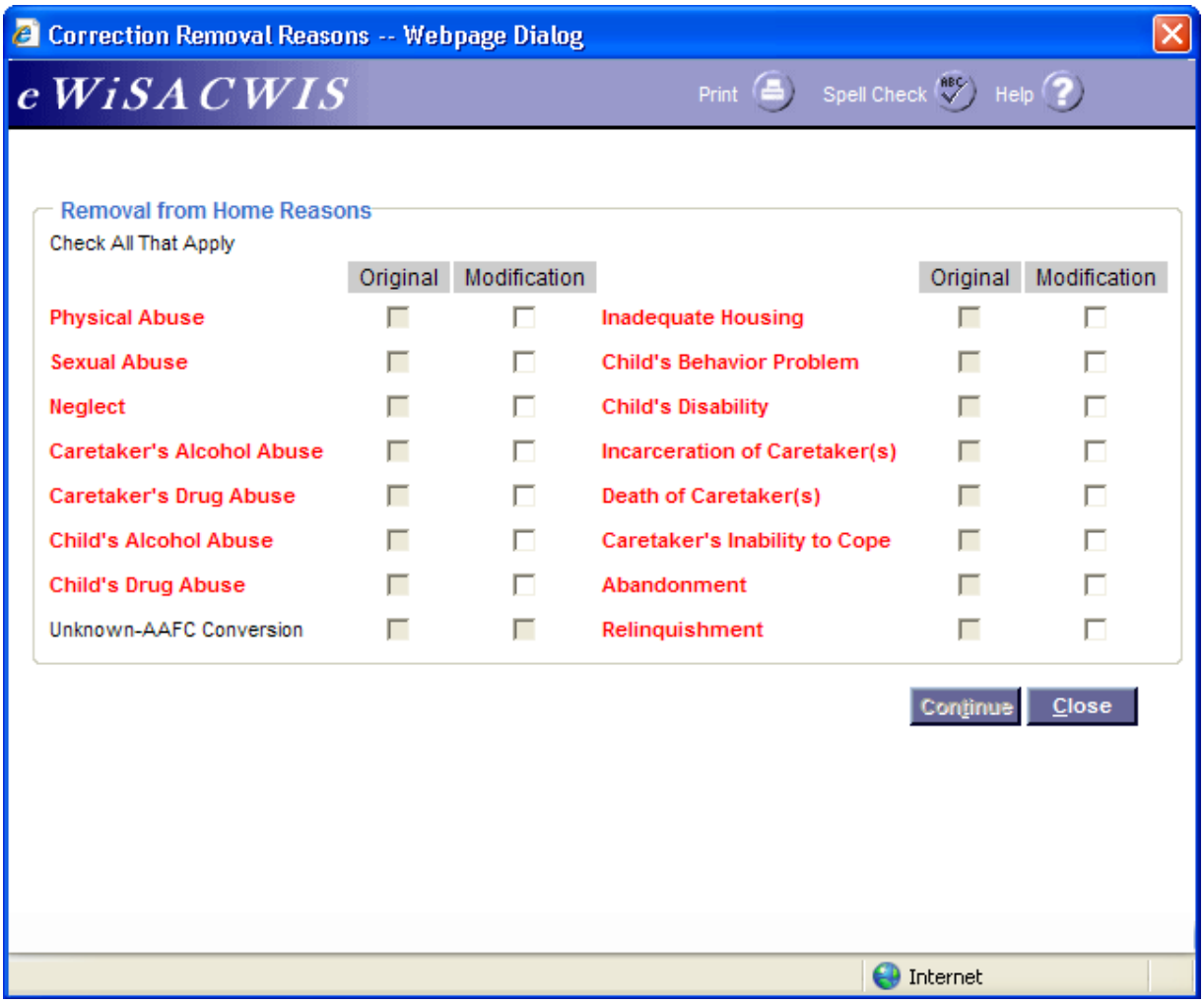
11. The Placement Correction Detail page will open and all fields in the modification column will be enabled and required. In addition to the 14 data elements mentioned above, you will be required to determine the following information when entering a historical placement:

    - Case ID and Type
    - County
    - Service Category
    - Service Type
    - Provider ID (using the Search hyperlink)



12. When documenting a provider for a new placement record via the Placement Correction Detail page, the provider record must exist in eWiSACWIS. Since this page is used to enter historical placements, it is possible that the provider is not setup in eWiSACWIS. In this scenario, counties are able to use the county's default provider and then enter the actual name into the 'Actual Name of Default/Historical Provider (if applicable)' field.

13. The Correction Removal Reasons pop-up page is used to document the reasons surrounding the removal of a child from his/her home. This page is automatically launched when you select the Removal from Home checkbox on the Placement Correction Detail page. After checking one or more of the conditions explaining why the child was removed from home, select the Continue button to return to the Placement Correction Detail page.

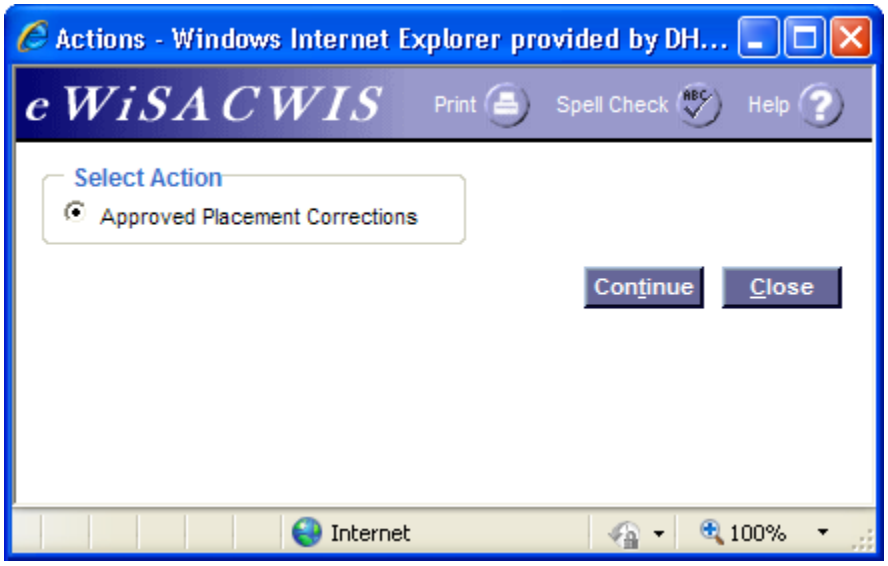


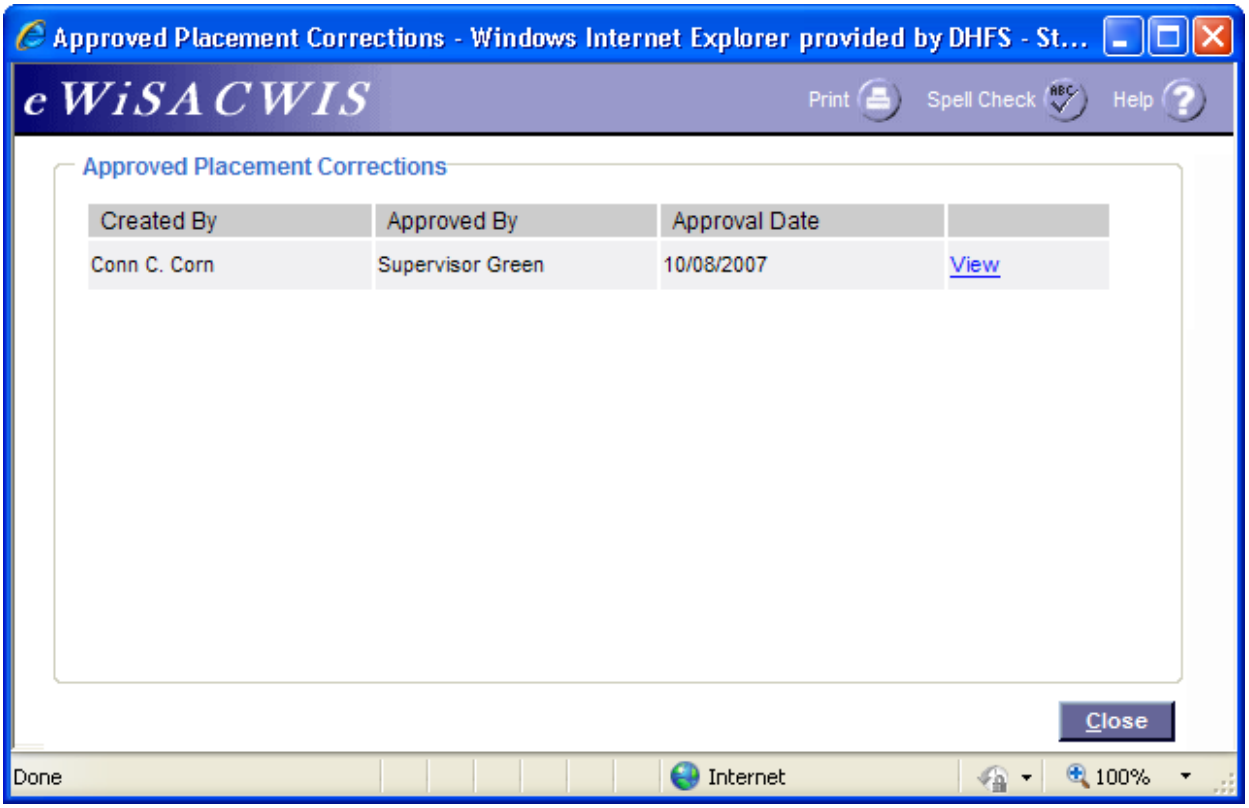
14. Once all required data has been entered or modified click Save to save your work and then select Close to return to the Placement History page. If all errors have been corrected in the child's placement record, select the Validate Corrections to Placement History option in the Options drop-down and click Go. If a Validation Errors message appears, correct the problems and select the Validate Corrections to Placement History option again until no errors exist.

15. Once no errors exist, you can approve the Placement Correction History record by selecting the Approval option in the Options drop-down and clicking Go. The system will run a validation of the record to ensure there are no outstanding errors. If no errors exist the PCH will be approved and all modified placement rows are displayed under the Case expando and Provider expando accessed through either the Search page or the Desktop.

Note: There is an edit on the PCH page which prevents any gaps in the child's placement history. This edit does not yet exist in the system when creating an Out of Home Placement so it may cause some initial confusion. This edit is in place due to a requirement for AFCARS reporting.

16. The Approved Placement Correction page is an audit trail for approved changes to a specific placement record. This page displays information such as who created and approved each record and when the record was approved. The page is accessed from the Actions link next to each corrected Out of Home Placement row. The page contains one group box, the Approved Placement Corrections group box, and displays a list of each approved placement correction detail record created for the specific placement. The Approved Placement Corrections page does not display the correction records that have the status of 'pending' or 'not approved'.





Person Merge

The Person Merge page includes an edit when requesting a person merge. This edit prevents the merge if there is a pending placement correction record for either the removed or retained person ID. If a pending placement correction record exists, the following message will display 'Cannot merge this person record. A pending Placement Corrections record exists for this child.'